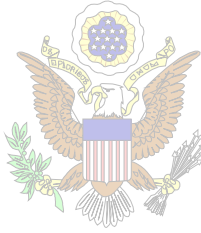


**UNITED STATES DISTRICT COURT  
NORTHERN DISTRICT OF NEW YORK**

**LAWRENCE K. BAERMAN**  
Clerk

**JOHN M. DOMURAD**  
Chief Deputy



**James M. Hanley Federal Building**  
**P.O. Box 7367, 100 S. Clinton St.**  
**Syracuse, New York 13261-7367**  
**(315) 234-8506**  
**Fax (315) 234-8654**

August 10, 2005

Prospective Contractor

Sir or Madam:

The United States District Court for the Northern District of New York seeks to review the quotations of contractors to provide the purchase and installation of (1) Audio/Voice Reinforcement Systems and/or Video Systems for the courtroom located at the Binghamton Courthouse and Federal Building in Binghamton, N.Y.. Video Systems for each location will be contracted only upon the availability of funding.

Therefore, it is the intention of the United States District Court for the Northern District of New York, acting through the Clerk of the Court, Contracting Officer and the Contracting Officer's Technical Representative (COTR) to review the quotations submitted by contractors to this RFQ, and to select the contractor who provides the necessary products and services which will benefit the Courts needs.

The attached Request for Quote (RFQ) contains a pricing schedule and the technical specifications for the Court. If you decide to submit a quotation to this RFQ, you will need to develop and provide both a technical quotation and a price quotation. Your technical quotation shall consist of all the submittals required to be provided at the time quotations are due. Your price quotation shall consist of the prices you are offering for each individual item of equipment, labor, maintenance, and travel. Award of this quotation will be made to the company whose technically acceptable proposal offers the lowest price to the court.

**This is an "Open Market" RFQ.** Price Quotations should be quoted as **"Open Market/Best Price"** available only. GSA, State or the Court's National Contract pricing should **NOT** be used.

Contractor Site Visits are available as follows:

Binghamton - Wed, August 24, 2005 - COTR Point of Contact - Rick Heuser (315) 234-8527

You must contact the Contracting Officer's Technical Representatives for each location by Wednesday, August 17, 2005 to schedule your Site Visit to the courtroom.

**QUOTATIONS ARE DUE BY 5:00 P.M., Thursday, September 8, 2005.** Proposals received after this date and time will be considered late.

Please submit (1) Original and (2) Copies of your quotations to the following address:

U.S. District Court  
Sunday Heuser  
100 South Clinton Street  
7<sup>th</sup> Floor  
Syracuse, New York 13261-7367

Any vendors requiring clarification of the RFQ may address questions to:

Sunday Ouimet, Contracting Officer  
United States District Court  
100 S. Clinton Street  
7<sup>th</sup> Floor  
Syracuse, New York 13261-7367  
Phone: 315-234-8506  
Fax: 315-234-8654  
e-mail: [sunday\\_heuser@nynd.uscourts.gov](mailto:sunday_heuser@nynd.uscourts.gov)

All clarifications, if made, will be provided to all contractors. If deemed necessary, an addendum to the RFQ may be delivered via U.S. Mail to all contractors having received the RFQ. The addendum shall have the same binding effect as the remainder of the RFQ.

### **Rejection of Responses**

The United States District Court reserves the right to reject any or all responses to the RFQ.

### **Cost of Preparation of Quotation**

Costs incurred by any contractor in the preparation of the response to the RFQ are the contractor's responsibility and will not be reimbursed by the United States District Court.

### **Cancellation**

The United States District Court reserves the right to cancel any further proceedings pursuant to this RFQ for any reason. In no event shall the Court have any liability for such cancellation.

### **Evaluation and Selection of Vendor**

Quotations received from the Contractors will be evaluated by the Clerk of the Court, Contracting Officer and the Contracting Officer's Technical Representative. Selection of the Contractor will be determined

based on product compatibility & reliability, service, and the lowest technically acceptable price.

Once decided, the Contractor will be notified by telephone to confirm acceptance and the availability of providing the Contractor's product and services to the Court.

The United States District Court reserves the right to:

- request clarification or additional information from any Contractor at any time,
- modify, remove, or add requirements to the RFQ and to suspend or reopen the RFQ process,
- reject any or all responses and terminate the RFQ

*Final selection of the Contractor is solely within the discretion of the Court and will be contingent of the availability of funds.*

If you have any questions, please call me at 315-234-8506.

Thank you for your time and consideration. We look forward to your response.

Sincerely,

Sunday Heuser  
Contracting Officer/Procurement Administrator

attachments

(1) RFQ for Binghamton Courthouse and Federal Building, Binghamton, NY